



2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



Comunidades Latinas Unidas en Servicio (CLUES) Technology Training Coordinator

Position: AmeriCorps Member

Program: Community Technology Empowerment Project

Partner Agency: [Comunidades Latinas Unidas en Servicio](#) (CLUES)

Location(s) where member will be serving: [797 E. 7th Street](#), Saint Paul, MN 55106

Name of Site Supervisor and Title: Yvonne Lerew, Education Department Manager

CTEP Program Description:

The AmeriCorps Community Technology Empowerment Project (CTEP) bridges the "digital divide" for new Immigrants and low-income communities in Minneapolis and St. Paul. Join AmeriCorps CTEP and help make the information age accessible to all. CTEP is a project of Saint Paul Neighborhood Network (SPNN).

Site History and Mission

Established in 1981, CLUES is now Minnesota's premier Latino behavioral health and human services agency. Our core services include: Mental Health Services, Chemical Health Services, Family Services, Aging Well Services, Community Health Worker Services, and Economic Advancement Services in education, employment, and financial literacy. Our mission is to "enhance the quality of life of the Latino community in Minnesota" by providing culturally and linguistically appropriate services to the Latino community in the Twin Cities.

Preferred Site Schedule for Member

Monday through Thursday 1:00 to 9:00 pm.

Every other Friday 8:30 am to 1:30 pm

(When not scheduled to attend professional development with CTEP)

In addition, members attend professional development days with their fellow CTEP members to enhance service-readiness skills, personal attributes at the service site, and citizenship skills. These Corps days take place twice a month on the 1st and 3rd Fridays from 9 AM to 4 PM, and these trainings are mandatory. Members also attend statewide AmeriCorps events, such as the Martin Luther King Day celebration, and/or serve on the statewide InterCorps Council.

Essential Functions:

The Technology Training Coordinator will develop and implement basic computer classes for Latino and immigrant adults to help them to obtain, retain and advance in employment; improve their English language skills via

online distance learning; and participate as computer literate members of the community.

Essential Functions include:

- Develop curriculum for basic computer skills classes including keyboard skills, Word, email, internet, online job search and job applications, and distance learning opportunities.
- Teach basic computer skills classes to Latino and immigrant adults.
- Provide orientation and support to online distance learning opportunities that allow Latino and immigrant adults to practice and improve English language skills.
- Provide instruction and support for online job search to allow Latino and immigrant adults who are unemployed or underemployed to seek and apply for jobs.
- Recruit, interview, and screen new volunteers, attend volunteer fairs and events, provide information on volunteer opportunities to community partners and other agencies.
- Develop and manage pre-service and ongoing trainings for volunteers to teach computer skills classes.
- Supervise volunteers and interns who are teaching computer skills classes.
- Register and enroll new students; track attendance and progress; follow up with and support students enrolled in computer classes.

Minimal Functions:

- Enter student, volunteer and class data on MABE database systems and maintain student and volunteer files.
- Participate in CLUES all-staff meetings, Education department meetings, Employment department meeting and meetings with community partners.

Required Qualifications:

- At least 17 years old
- U.S. citizenship, naturalization, or permanent residency
- Ability to travel within the Twin Cities
- High school diploma or GED (or progress toward while serving for special circumstances)
- Basic personal computer skills (word processing, internet, email, etc.)
- Experience working with low-income and/or recent immigrant populations, especially in education or mentoring
- Some post secondary education related to the position
- Possess initiative, organizational skills and is detail oriented.
- Independent – can work independently and as a part of a team
- Capacity to spend long periods of time at a computer
- Ability to move up to 25 pounds

Preferred Qualifications:

(One or more of the following are desired but not required):

- Bachelor's degree in ESL, Education or related field
- TESL/TEFL certificate

- Proficiency in Spanish (speaking, listening, reading and writing) language
- Experience in volunteer management
- Experience in teaching and/or training, especially technology

Site Environment:

Standard office and classroom environment with moderate to high noise level.

Service Term:

Full-time: 1700 hours. Start Sept 7, 2010; complete by Aug 31, 2011.

Members Receive:

Full-time: A living allowance (approximately \$450 bi-weekly), an educational award of \$5,350.00 (upon successful completion), health and dental insurance plan including reimbursement of deductible charge, child care (d.o.q) and ongoing training.

How to Apply:

Apply online at <https://recruit.cns.gov/> (be sure to enter 06ACHMN0010008-0 as the "Program Listing ID," or search for the Community Technology Empowerment Project). Contact: Joel Krogstad, joel@technologypower.org, 651.556.1384

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